

Executive Registry

4-6320

TO: Director of Central Intelligence
FROM: Acting Deputy Director (Administration)
SUBJECT: Efficiency Reports on Detailed Officers

1. PROBLEM.

Abolition of "letter-type" efficiency reports.

2. FACTS BEARING ON THE PROBLEM.

a. Secretary of Defense policy dated 9 August 1950 (Tab A) required efficiency ratings in letter form when any officer was supervised by a civilian official or by an officer of a different service.

b. The "Rockefeller Board" appointed by the President to review personnel policies recommended that "letter-type" efficiency reports on officers assigned to Joint Chiefs of Staff (JCS) and Office of the Secretary of Defense (OSD) activities be discontinued, and that such officers be rated on standard service forms without regard to the status of their respective superiors. This has been placed in effect by Department of Defense Directive Number 1320.3 (Tab B).

c. The Department of Air Force has recently published a regulation abolishing letter reports entirely. Effective at once the standard Air Force form must be used by civilian officials and rating officers of other services (Tab C).

d. No similar instructions have been issued by Department of Army or Navy, nor is any such action known to be pending, although the original Secretary of Defense policy has been rescinded.

e. Officers detailed to the Central Intelligence Agency (CIA), almost without exception, have a low regard for a "letter-type" efficiency report without regard to its content. Army officers dislike them in particular because letter reports cannot be "scored" and figured into an officer's "Overall Efficiency Index" which the Army considers in some selection procedures.

f. The situation which prevails in CIA is not unique, but is common to officers on joint staffs outside the Pentagon and those detailed to other non-military agencies of the government.

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3. DISCUSSION.

In the strictest sense, CIA should not be concerned with the adequacy of policies of the Armed Services pertaining to officers. However, at present there is no uniform policy governing efficiency reports on officers detailed to joint or non-defense agencies. Instead, a wide variety of procedures is in use. Army, Navy and Air Force officers assigned to OSD and JCS are rated on the standard form throughout; and Air Force officers, wherever assigned, are rated on the standard form. Army and Navy officers assigned to joint staffs and other agencies (except JCS and OSD) continue to be rated by letter unless supervised by a senior of their own service.

In the absence of a Secretary of Defense policy which applies across the board, some officers will receive standard ratings from civilian and "other service" supervisors, and some will not. It appears that now is an opportune time to recommend that the Secretary of Defense state an overall policy to abolish the "letter-type" efficiency report. Since CIA is a major user of detailed personnel thus affected, such a recommendation, emanating from the Director, is entirely in order to alleviate the situation not only within the Agency, but in other joint staffs and agencies as well.

4. CONCLUSION.

Representation should be made to the Assistant Secretary of Defense (Manpower and Personnel) recommending that an overall policy be stated to permit all supervisors, whether civilian officials or officers of a different service, to rate officer subordinates on the standard rating form used by the rated officer's parent service.

5. ACTION RECOMMENDED.

That the attached letter (Tab D) to the Assistant Secretary of Defense (Manpower and Personnel) be signed and dispatched.

15/
L. K. WHITE
Acting Deputy Director
(Administration)

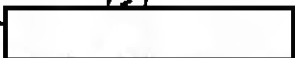
4. ANNEXES:

1. Tab A
2. Tab B
3. Tab C
4. Tab D


SUBJ: Efficiency Reports on Detailed Officers

CONCURRENCES:

25X1A


Chief of Administration
Deputy Director (Plans)

25X1A


Special Assistant to DD/I (Admin)

/s/
LYMAN B. KIRKPATRICK
Inspector General

25X1A

MPD/:hm (14 Sept. 53)

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